



ST JOHN OF GOD
Health Care



Graduate Program

Application guide

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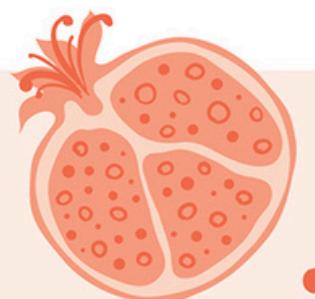


Pathways to Practice Graduate Program



Pathways to Practice is St John of God Health Care's (SJGHC) Graduate Nursing & Midwifery Program, providing opportunities for first year nurses and midwives in a variety of specialties, across multiple locations.

The program offers the benefits of a standardised, structured and supported development program in combination with a variety of supported clinical rotations and experiences, designed to support the transition from student to graduate in the clinical workplace.



Eligibility

To be considered for a Graduate program position you must:

- Submit a completed application prior to the closing deadline.
- Have completed your qualification within the 12 months prior to the program commencement date.
- Not previously participated in (or commenced) a graduate program, in the same designation to which you are currently applying.
- Not been employed for more than 12 months (1976 hours) as a nurse/midwife in Australia or overseas.
- Be eligible for registration as a Registered Nurse, Registered Midwife or Enrolled Nurse (as appropriate) with the Nursing and Midwifery Board of Australia (NMBA) via AHPRA by the program commencement date.
- Be eligible to work in Australia – International students must have a visa with work entitlements for the entire duration of the program.
- MUST have full work rights within Australia for the full duration of the program.

Employment Conditions

Most positions are offered on a part time basis with contracted hours between 56-70 hours per fortnight. EN and RN Pathways to Practice Graduate Program positions are 12 months fixed term contracts. Registered Midwife Pathways to Practice Graduate Program positions offered as permanent contracts. There is sometimes room for negotiation on contracted hours however, this can not be guaranteed.



All successful candidates will be employed under the terms and conditions of the relevant EBA, pertaining to the designation and hospital that they have applied for. All Graduate Program participants will be appointed to appropriate level of the relevant EBA.



Application requirements

You will be required to complete an online application with the following supporting documents:

1. Curriculum Vitae/Resume (maximum of three single-sided A4 pages)
2. Cover letter (maximum of one single-sided A4 page)
3. Recent academic transcript or statement of results
4. A Clinical Placement Report from your most recent practicum placements.

The online application process may take some time to complete. It is recommended that you have all attachments ready before commencing the online application. **Do not leave it to the last hour before applications close, to ensure you are able to submit the application before the closing date and time.**

Incomplete applications can be saved and edited at any time until the closing date and time. Saved applications are **not** automatically submitted. You will receive a confirmation email once your application has been submitted.

Applications must be submitted via the online portal by the closing date and time. Late applications will not be accepted.

Applications will close at 11pm AEST on the closing date.

Please note: If prior to the closing date and time, you identify a change you wish to make to a submitted application, do not withdraw the application. Please call 1800 666 554, to have your application reinstated, for you to update and submit prior to the application deadline.

If you wish to withdraw your application at any stage during the recruitment process, you can do so via the candidate portal, otherwise please call 1800 666 554.

Application Tips

Some general tips for job applications:

- Review your previous placement reports to inform how you evidence your suitability for the role in your cover letter, resume and at interview
- Print or save your application so you can refer to it if called for an interview.
- Provide clear examples of how you have demonstrated our mission and values and your motivation to work at SJGHC
- Check any word limits and please check spelling and grammar.
- If possible, have someone else review your application prior to submitting it.



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Submitting your application

There are two parts to the application in which you will be required to provide information into the candidate portal. Some questions you will provide responses directly into the portal, other sections you will be required to upload relevant documents.

These responses will be used to ensure that you meet essential criteria, and that your application is directed to a suitable hospital.

Please do not include any additional information in your responses.

Part One

You will be required to complete SJGHC's Application for Employment form, this is a general questionnaire completed by all candidates who lodge an application with our organisation. Within this questionnaire, you will be required to upload your cover letter and resume.

CV/Resume

Your CV/Resume should be up to date, easy to read and detail information clearly. It should include;

- Contact details (please triple check to make sure these are correct).
- Educational qualifications, including the tertiary institution, which you obtained your nursing qualification and the date of completion (or estimated date of completion).
- Employment history – include dates of employment, name of your employer/organisation, position title and a brief outline of responsibilities in your role (in reverse chronological order, most recent employer first).
- Clinical placements – Include the name of the institution and specialty of the clinical area, dates of placement and a brief outline of the skills that you practiced and developed.

There are numerous CV/Resume templates available online to assist you to formulate a well-presented document.



Submitting your application cont...

Cover letter

Your cover letter introduces yourself to the selection panel. It should be **no more than one page**, with a brief summary of your motivation to apply for a Pathways to Practice Graduate Program position, at your preferred SJGHC Hospital.

Key points to consider:

- Outline why the SJGHC Pathways to Practice at is your preferred employment opportunity
- Examples of alignment to the SJGHC mission and values in practice
- Highlight your experiences, capabilities, and characteristics that make you a suitable fit to join the SJGHC Pathways to Practice Graduate Program

Part Two (Graduate Application)

Part two is specific to graduate applicants including a questionnaire where you will provide answers directly into the portal. Each document you are required to provide (including the Selection Criteria Statement), will have an individual file upload section. Further information for each document required below.

Graduate specific application questions

As part of your application you will need to:

- Advise if you have applied for a graduate program at more than one SJGHC hospital graduate applications. If you have, you will be asked to nominate your preferred SJGHC hospital
- Provide details of your qualification completion (or anticipated completion date)
- Indicate if you are interested in a Graduate Program Perioperative Stream, where this is a relevant stream for the specific hospital and designation, you have applied for



Submitting your application cont..

Academic Transcript

We are aware that you may not have graduated yet, and so may not have an official final transcript. If this is the case, please submit an up to date statement of results showing your current results from your completed units. This should be available through your institution's online portal, or by contacting student services at your education provider.

Clinical Placement Report

A clinical placement report (sometimes known as a Clinical Assessment Tool) is a summary of your performance in the clinical workplace, completed by a supervisor at the end of your practicum placement. It may be in the form of a marking guide or written report by your facilitator that indicates your overall performance on your practicum placement.

This document should clearly outline your facilitator/ supervisor's comments about your progress on your most recent placement and your reflection of this placement. Please note that you should only submit your most recent report and the final assessment pages, we do not need to see the entire document. This should be no longer than approx. 5 pages.

This is a document that you should already have and be able to obtain. It may be in hard copy or within the online platform used by your education provider, not an additional task you need to complete for the purpose of this application.



Assessment centre

HireVue: Virtual Job Tryout

Applicants shortlisted following the initial application submission, will be invited via email to complete the HireVue- Virtual Job Tryout by a set deadline. The Virtual Job Tryout is a validated tool, that assesses role related capabilities such as problem solving, customer service, motivation, communication and teamwork, and takes about 30-45 minutes to complete online. Your responses generate a candidate fit profile for the selection panel to assess your suitability to be shortlisted to the interview stage.

The assessment presents various scenarios, asking you to select a response that most typically reflects how you would behave. The scenarios are not designed to assess your clinical/ profession specific skills and knowledge.

Interview

Shortlisted applicants will receive an email notification inviting them to book into an interview timeslot via Workday. Interviews are held in person (face to face or via MS Teams). To prepare for interview it is recommended that you review your written application documents and clinical placement reports for evidence of suitability for the position. The interview will consist of questions designed to understand your motivations, commitment to life-long learning and ability to apply standards for practice in the delivery of evidence based, patient centred practice.

Applicants are encouraged to use the **STAR method**, as a structured way of responding to behavioural based questions. This encourages discussion of the specific Situation, Task, Action, and Result. Using this method is a good way of ensuring that you are addressing the question, and providing an appropriate amount of information. This method can be used when responding to selection criteria and interview questions. Refer to page 11 for further details about using the STAR method.

At interview you will be advised of the contracted hours available should you be a preferred candidate.



Selection Process

Initial Application

Applications are reviewed by our selection panel, and will be assessed on the criteria outlined in this application

Graduate Assessment

Shortlisted candidates are invited to complete 'Virtual Job Tryout' which is an online experience designed to simulate real-world tasks and scenarios that are relevant to the Graduate Nurse or Midwife role you are applying for.

Interview

Candidates who are selected from the Graduate Assessment are invited to attend face-to-face (in person or via Teams) or video (recorded) interviews

Pre-Employment Screening

Candidates who are suitable based on their application and performance will progress to background checks including reference checks, validation of work rights, and health screening.

Contract Offer

Successful candidates are selected based upon their entire application. You will receive a verbal offer subject to pre-employment checks and a formal employment contract once background checks complete.



FAQ

Which hospitals offer graduate programs?

Participating hospitals vary between intakes. Candidates should review the relevant advertisement for a list of participating hospitals.

I currently work for St John of God Health Care. Do I still need to apply?

Yes. All candidates who wish to be considered for St John of God Health Care Graduate Nursing or Midwifery programs must submit an application through the appropriate channels, as outlined in this guide.

Who do I address my application to?

Please address your application to: Lauren Robertson, Early Career Pathways Coordinator, Level 1 556 Wellington Street, Perth, 6000 and/or Mel Schook, Talent Acquisition Lead, Level 1 556 Wellington Street, Perth, 6000

When will I find out the outcome?

We will advise candidates of the outcome or progress of your application as the selection process progresses. The initial shortlisting phase takes several weeks due to the volume of applications we receive, please do not be concerned if you have not heard anything. We understand that it is an exciting time and would kindly advise to not contact the team. We will contact you with regards to an outcome.

Will I be asked to provide references?

We may request references throughout the application process, however, we also utilise clinical placement reports. If you do receive a reference request please ensure that you have gained the permission of your referees for us to contact them. We will contact all references by a third party provider (XREF) in the first instance, so we will ask that you advise your referees of this.



FAQ

I have not completed my final placement. Will I be able to update my references at a later stage?

Yes. If you are successful in progressing beyond the interview stage, we will ask you to confirm your referee's details at this time.

What do I do if I am not able to attend an interview?

Please contact the SJGHC Workforce Support Line on 1800 666 554 for further information. While we will endeavour to accommodate alternative interview times, this cannot be guaranteed so we ask that you make every effort to be able to attend the scheduled time. Where possible, candidates will be given at least 7 days' notice of interview appointments.

How do I know if I have been successful?

Successful candidates will be advised of the outcome by phone. This verbal offer will be subject to background checks. Formal notification in the form of a Contract of Employment will be issued to successful candidates. Please note, pre-employment checks being completed does not indicate that you have been successful.

Will I have the opportunity to request feedback?

Candidates who have progressed past the first round of shortlisting will be able to request feedback. Unfortunately, due to the volume of applications that we receive, we are not able to provide feedback to candidates who have not completed an interview. Instructions on how to request feedback will be provided to relevant candidates within the email advising the outcome of your application.

Who can I contact if I have any questions about my application?

Program questions should be submitted by email to Lauren Robertson, Early Career Pathways Coordinator at Graduate.Enquiry@sjog.org.au or for recruitment related questions contact the SJGHC Workforce Support Line on 1800 666 554.



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Selection Criteria - STAR Method

Candidates are encouraged to use the STAR method, as a structured way of responding to behavioural based questions. This encourages discussion of the specific **S**ituation, **T**ask, **A**ction, and **R**esult. Using this method is a good way of ensuring that you are addressing the question, and providing an appropriate amount of information. This method can be used when responding to selection criteria and interview questions.



Describe a time where you performed a task or faced a challenge. Be specific. Give enough detail for the interviewer to understand. This may be from a student placement, previous job, a volunteer experience or any relevant event



Explain the task that you had to complete, or the goal you were working towards or the challenge you had to overcome. Outline what your responsibility or role was in the scenario.



Describe the actions you took to address the situation. Keep the focus on YOU. Highlight your skills and positive personal attributes. Be careful that you don't describe what the team did, but what you actually did.



Share the outcome of your action and don't be shy about taking credit for your behaviour. What happened? How did the event end? How was the problem solved? What did you accomplish? What did you learn?

Reference

SEEK content team (2024, Dec 2024) *How to use the STAR interview technique:* [link](#)

